Quick Tips for Acing Your Interview

✔ Before the Interview
- Shower and use deodorant
- Clean and press clothes
- Cut nails and wash hands
- Cover tattoos and body piercings
- Use minimal or no perfume or cologne
- Shine shoes

✔ Arriving to the Interview
- Bring a notepad and pen
- Bring a few extra resumes and reference lists
- Be at the front desk ten minutes before the interview is scheduled

✔ Game Time
- Show your self-confidence with a firm handshake.
- Do not chew gum or smoke.
- Be pleasant, friendly, courteous, and tactful.
- Always maintain good eye contact.
- Use facial expressions and gestures to help communicate your thoughts and convey your personality.
- Be truthful and positive.
- Let your sense of humor show through.
- Listen carefully, think first, be specific, and keep answers to the point unless you’re asked to elaborate.
- Emphasize experience and training related to the job opening.
- Learn about the company’s products and services, and refer to them in your answers.
- Speak positively of past employers and avoid discussing personal problems.
- Turn negatives into positives by explaining how you learned from those experiences.
- Research salary range for the position and be prepared to discuss your expectations.
- Be prepared to tell them when you can start.
- Restate your interest in the position at the close of an interview.
- Send a brief thank you note immediately after the interview; be sure to get complete contact information and names of your interviewer(s). Thank the interviewer even if they say you’re not right for the job.

✔ Suggested Questions You Could Ask
- What do you like about working in this organization?
- What are the key challenges of this position?
- How would you describe your corporation’s personality and management style?
- What characteristics does a successful person within your company possess?
- What will the final selection process be? What happens next?
- When will a decision be made about this position?
- Come up with some company-specific questions on your own.